



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Division Manager</b>
3		
4	<b>Posting Number</b>	<b>PN# 107056</b>
5	<b>Department</b>	<b>Parks and Recreation</b>
6	<b>Division</b>	<b>Management &amp; Finance</b>
7	<b>Section</b>	<b>Human Resources</b>
8	<b>Reporting Location</b>	<b>2999 So. Wayside*</b>
	<b>Workdays &amp; Hours</b>	<b>M-F, 8 A.M - 5 P.M*</b>
		<b>*Subject to change</b>

- 9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
The successful individual will oversee, direct, and manage the department’s Hiring and Selection, Training, Employee Relations, and Employee Benefits functions. Participate as member of Health Care Benefits Advisory Committee, evaluating health care programs offered to the employees and retirees of the City and make recommendations. Review and approve (disapprove) FMLA requests for department employees as well as monitoring program and taking appropriate action in regard to those not adhering to FMLA guidelines. Review and approve retirement (or withdrawal retirement) documents, donated time, and other benefit documents. Manage, train, develop, counsel and evaluate performance of direct reports. Establish policies, procedures, guidelines and project schedules. Act as liaison to other departments, government agencies and private sector. Coordinate the preparation, implementation and monitoring of the budget and expenditures for Human Resources section. Perform other duties as assigned.
- 10 **WORKING CONDITIONS**  
The position is physically comfortable; the individual has discretion about walking, standing, etc.
- 11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor’s degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.
- 12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.  
  
Directly related professional experience may be substituted for the education requirement on a year-for-year basis.
- 13 **MINIMUM LICENSE REQUIREMENTS**  
A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
- 14 **PREFERENCES**  
Preference will be given to candidates who have strong oral and written communication skills in Spanish.
- 15 **SELECTION/SKILLS TESTS REQUIRED**      None
- 16 **SAFETY IMPACT POSITION**      ☒Yes   ☐No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
  

Salary Range – Pay Grade 29  
\$1,885 – 2,639 Biweekly      \$49,010 - \$68,614 Annually
- 18 **OPENING DATE**      October 12, 2005
- 19 **CLOSING DATE**      Open until filled
- 20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9471.**

An equal opportunity employer